



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

February 14, 2023

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 221608 – Communication from the Department of Employee Relations relating to classification studies approved at the February 7, 2023 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on February 7, 2023.

Assessor's Office

| Current | Recommended |
|--|---|
| Senior Property Appraiser 4 PR 2HN (\$55,962 - \$78,342) FN: Rates (\$77,417 - \$82,155) FN: Additional 5% when assigned "Project Lead" or higher-level title FN: Rates (\$81,288 - \$85,352) when assigned "Lead Property Appraiser" and meet credentials (One Position) | Property Assessment Technician II PR 3GN (\$41,326 - \$49,213) (One Position) |

Note: Residents receive a rate that is 3% higher

Respectfully Submitted,

Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: February 7, 2023

Assessor's Office

| Current | Recommended |
|--|---|
| Senior Property Appraiser 4 PR 2HN (\$55,962 - \$78,342) FN: Rates (\$77,417 - \$82,155) FN: Additional 5% when assigned "Project Lead" or higher level title FN: Rates (\$81,288 - \$85,352) when assigned "Lead Property Appraiser" and meet credentials (One Position) | Property Assessment Technician II PR 3GN (\$41,326 - \$49,213) (One Position) |

Note: Residents receive a rate that is 3% higher.

**This chart and report reflect 2022 rates, prior to the 2% Across the Board implemented Pay Period 2, 2023.

The Assessor's Office has requested the authority for one position of Senior Property Appraiser 4 in Pay Range 2HN (\$55,962 - \$78,342 with footnoted rates of \$77,417 - \$82,155) be repurposed to Property Assessment Technician II in Pay Range 3GN (\$41,326 - \$49,213). A job description was provided, and discussions were held with Emme Tomtschik, Administrative Services Manager – Assessor.

The basic function of the Property Assessment Technician II is to provide field and office support services to property appraisal and assessment staff members; review property data and perform measurements in the field to ensure coded property characteristics are accurate; maintain property records; and provide other assistance to staff as required. Duties and responsibilities include the following.

- 35% Review new permits, property sketches, and property photos to identify changes or conditions that trigger changes in property values or descriptions; and update computer records as needed.
- 20% Manage and cleanse property data in the Assessor's Office CAMA (Computer Assisted Mass Appraisal) system by updating and creating records to reflect current status, recent changes, or corrections.
- 10% Flag parcels within CAMA system so Property Appraisers know which properties need attention.
- 10% Inspect properties to gather data needed to correct data for valuations.
- 10% Convert hand drawn sketches to digital sketches of properties within CAMA system.
- 5% Prepare and maintain computer generated word processing forms, spreadsheets, and associated data using appropriate software.
- 5% Assist Property Appraisers with preparing mailings for sales and interior inspections as needed.
- 5% Perform other duties as assigned.

Minimum requirements include two years of experience working with real estate title work and/or land descriptions, or performing duties closely related to the functions listed above. Equivalent

combinations of education and experience may be considered. Requirements for the underfill Property Assessment Technician I level are similar but include only one year of experience.

It is noted that there is an underfill classification of Property Assessment Technician I in Pay Range 3FN (\$39,278 - \$48,114). It is also noted that there are seven underfill classifications for the current title of Senior Property Appraiser 4 as shown below.

- Senior Property Appraiser 3 in PR 2HN with footnoted rates of \$72,846 - \$76,780
- Senior Property Appraiser 2 in PR 2HN with footnoted rates of \$68,544 - \$72,739
- Senior Property Appraiser 1 in PR 2HN with footnoted rates of \$64,496 - \$68,444
- Property Appraiser 4 in PR 2DN with footnoted rates of \$60,688 - \$64,403
- Property Appraiser 3 in PR 2DN with footnoted rates of \$57,104 - \$60,600
- Property Appraiser 2 in PR 2DN with footnoted rates of \$53,732 - \$57,021
- Property Appraiser 1 in PR 2DN with footnoted rates of \$50,559 - \$53,654

This position has the same or similar job duties and responsibilities as three other positions in the department that are authorized at the level of Property Assessment Technician II. These positions perform the more technical work of permits, sales, data entry, and updates to assist the Property Appraisers who then can focus more on the higher-level work of appraisals and inspections.

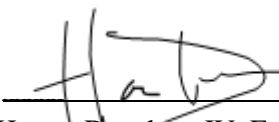
We therefore recommend this position of Senior Property Appraiser 4 in Pay Range 2HN (\$55,962 - \$78,342 with footnoted rates of \$77,417 - \$82,155) be repurposed to Property Assessment Technician II in Pay Range 3GN (\$41,326 - \$49,213).

Action Required – Effective Pay Period 1, 2023 (December 25, 2022)

*** See addendum included in CCFN for Salary and Position Ordinance changes.**

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue, IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

| | | | | | | |
|----------|----------------|---|--------------------|---------------|---|--|
| A | Date | <u>2/14/2023</u> | File Number | <u>211608</u> | <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Substitute |
| | Subject | <u>Communication from the Department of Employee Relations regarding the costs of classification reports approved by the City Service Commission on February 7, 2023.</u> | | | | |

| | | |
|----------|---|---|
| B | Submitted By (Name/Title/Dept./Ext.) | <u>Sarah Trotter/ Human Resources Representative / Employee Relations / x2398</u> |
|----------|---|---|

| | | |
|----------|------------------|--|
| C | This File | <input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. |
| | | <input type="checkbox"/> Suspends expenditure authority. |
| | | <input type="checkbox"/> Increases or decreases city services. |
| | | <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. |
| | | <input type="checkbox"/> Increases or decreases revenue. |
| | | <input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance. |
| | | <input type="checkbox"/> Authorizes borrowing and related debt service. |
| | | <input type="checkbox"/> Authorizes contingent borrowing (authority only). |
| | | <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget. |

| | | | |
|----------|------------------|---|--|
| D | Charge To | <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund |
| | | <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| | | <input type="checkbox"/> Debt Service | <input type="checkbox"/> Grant & Aid Accounts |
| | | <input type="checkbox"/> Other (Specify) | |
| | | <u></u> | |

| Purpose | Specify Type/Use | Expenditure | Revenue |
|--------------------|------------------|----------------|----------------|
| Salaries/Wages | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Supplies/Materials | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Equipment | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Services | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Other | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| TOTALS | | \$ 0.00 | \$ 0.00 |

F**Assumptions used in arriving at fiscal estimate.** Please see attached spreadsheet. _____**G****For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.** 1-3 Years 3-5 Years 1-3 Years 3-5 Years 1-3 Years 3-5 Years

H**List any costs not included in Sections D and E above.** _____**I****Additional information.** _____**J****This Note** **Was requested by committee chair.**

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of February 7, 2023
Finance and Personnel Committee Meeting of February 23, 2023

| NEW SAVINGS FOR 2023 | | | | | | | | | | |
|----------------------|-------------------|-----------------------------|-----|-----------------------------------|-----|--------|--------|-------|-------------------------|-------------|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Costs | Rollup | Rollup+ Sal |
| 1 | Assessor's Office | Senior Property Appraiser 4 | 2HN | Property Assessment Technician II | 3GN | N/A | N/A | N/A | Included in 2023 Budget | |
| 1 | | | | | | | | \$0 | \$0 | \$0 |

Assume effective date is Pay Period 1, 2023 (December 25, 2022).

| NEW SAVINGS FOR FULL YEAR | | | | | | | | | | |
|---------------------------|-------------------|-----------------------------|-----|-----------------------------------|-----|--------|--------|-------|-------------------------|-------------|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Costs | Rollup | Rollup+ Sal |
| 1 | Assessor's Office | Senior Property Appraiser 4 | 2HN | Property Assessment Technician II | 3GN | N/A | N/A | N/A | Included in 2023 Budget | |
| 1 | | | | | | | | \$0 | \$0 | \$0 |